

City of Collegedale

4910 Swinyar Drive
P.O. Box 1880
Collegedale, TN 37315

Room Reservations

Effective July 1, 2011 Applications, Deposits and Cancellations

Applications will not be taken more than one year in advance. Reservations cannot be taken over the phone. Reservations are first come, first serve.

For individual reservations, the rental fee and deposit must be paid in full at the time of reservation. There is a minimum of 5 business days for cancellations. Deposit refunds checks will be mailed the month following your event.

For business reservations, the rental fee and deposit must be paid in full at the time of reservation. Unless the reservation is reoccurring, the business will be invoiced monthly.

Room Rental and Deposits

Room	Deposit	4 Hours or less	Full Day (5 to 12 hrs)
FCC East (60)	\$30	\$ 80	\$150
FCC West (100)	\$30	\$ 120	\$ 200
Airport (40)	\$30	\$80	\$120
Conference (8)	\$10	\$30	\$80
Kitchens	\$10	\$ 40	\$ 80
Piano		\$15 per day	
Coffee		\$5 a pouch	
Screen		\$15 per day	

These guidelines are intended to enhance the operation and use of our facilities and have been set-up for the orderly handling of reservations, use of rooms and clean-up afterwards. Any damage that occurs to the room, its furniture, or fixtures will be the responsibility of the scheduled group or responsible individual. It is expected that all persons will follow these requirements.

1. **Helium balloons:** balloons must not float to the ceiling. If so, you must get them down before you leave.
2. **Attaching items to walls:** NO taping, nailing or affixing of items or decorations to the walls, windows doors or ceiling. Doing so will result in a no refund of deposit. Those using the facility who wishes to decorate the room must use free-standing decorations. The responsible person or group is responsible for removing all hardware, decorations and tape from tables, chairs and floors at the completion of their program.
3. **Candles:** only candles in a votive may be used.
4. **Damages:** the expense to replace or repair any damage to the facility or furniture will be paid by the renting individual or organization.
5. **Independent Contractors:** the renting party will be responsible/liable for the actions of independent contractors hired by them, such as: caterers, disc jockey, photographers, videographers, security personnel, party clowns and others.
6. **Kitchen:** if the kitchen is used, it is expected that it will be left in a clean condition, no dirty dishes, no trash left on counters, no food particles left in the sink and no food, drink or groceries are to be left in the refrigerator.
7. **Smoking/alcohol:** no smoking or alcoholic beverages will be allowed.
8. **Furnishings/equipment:** those using the rooms will be responsible for leaving the rooms in good condition (lights turned off, blinds closed and doors shut). Chairs, if stacked, should be no more than 6 high. Furnishings and equipment shall not be removed from the room, or any other room inside the building (tables, chairs, etc.). The idea is to leave the room the way you found it.
9. **Vinyl blinds:** blinds should be operated only by an adult. If blinds are opened at the beginning of a program, they should be closed and left in their original position at the end of each program.
10. **Supervision:** adult supervision will be required for children or youth group functions. One adult will be required for every 6 children who attend.
11. **Trash/clean-up:** all trash must be picked-up and placed in large trash cans. All signs must be disposed of properly. Floors are to be swept and/or mopped. Tables and chairs wiped off if necessary. Dry mop/wet mop, brooms, trash bags and general cleaning supplies are provided in the kitchen for your use.
12. **Set-up:** if help is needed in setting up before an event, please make a request/arrangement with the reservation supervisor early.